

FROM:  
DEPARTMENT OF FIRE AND SAFETY SERVICES  
*Douglas A. Holton, Fire Chief*

DIVISION OF FIRE PREVENTION  
*Steven Zaccard, Fire Marshal*



CITY OF SAINT PAUL

*Randy C. Kelly, Mayor*

*100 East Eleventh Street*

*Telephone: 651-228-6230*

*Saint Paul, MN 55101*

*Facsimile: 651-228-6241*

### **CODE ENFORCEMENT POLICY #3-7**

September 22, 2004

TO: All Inspection Staff

FROM: Steve Zaccard, Fire Marshal

SUBJECT: INITIAL AND TEMPORARY OR PARTIAL CERTIFICATES OF OCCUPANCY

CODE REFERENCE: Saint Paul Legislative Code 33.02(d)

"THIS POLICY IS TO SERVE AS A GUIDE FOR YOUR ENFORCEMENT. EXCEPTIONS TO THIS POLICY SHALL BE APPROVED BY THE FIRE MARSHAL THROUGH YOUR SUPERVISOR."

**Initial Certificates of Occupancy** - After completion of all permit work for new buildings and for new uses of existing buildings the Building Inspection Division of DSI will send to Fire Prevention written approval for certification of the buildings (see attached Letter of Certification). Barring extenuating circumstances, Fire Prevention will then issue to the owners, without further fees, the Certificates of Occupancy for one inspection cycle. If Fire Prevention knows of any reason why a building should not be certified, the reasons should be reported to DSI for determination. After the expiration date of the initial certificate of occupancy, renewal inspections for the Certificate of Occupancy will be done by Fire Prevention.

**Temporary or Partial Certificates of Occupancy** - "Temporary" or "Partial" Certificates of Occupancy shall mean the same. Temporary Certificates may be issued by the Building Division or Fire Prevention for portions of a building under construction and prior to completion of the entire structure if it has been determined that no substantial hazard will result from the occupancy. If Fire Prevention knows of any reason why a building should not be certified temporarily or partially the reason should be reported to DSI for determination. Copies of Temporary Certificates shall be provided to Fire Prevention (see attached letter). Temporary certificates shall remain in effect not more than twelve (12) months unless determined otherwise by the Building Official. The determination for a permanent certificate of occupancy should be

made by the Building Division.

### **Code Enforcement Policy #3-7**

Page Two

September 22, 2004

**Initial or Temporary Certificates of Occupancy For Remodels and Additions To Buildings** -The Building Inspection Division also submits letters of certification for additions to and remodeling of existing buildings (see attached). In such instances, before issuing a Certificate of Occupancy, Fire Prevention must make a determination whether to issue the certificate. This determination should be based on the need for an inspection and correction of violations in the remainder of the building.

**Notice of Completion of Permit Work** - The Building Inspection Division will also route to Fire Prevention notice of completion of all permit work of minor repairs or additions including those ordered by inspectors.

All Letters of Certification and Temporary Certificates of Occupancy are routed to the Fire Marshal. The Fire Marshal through and with the assistance of the Supervisory Staff makes the determination on the actual issuance of Certificates other than the Temporaries. Supervisors will route the letters to the inspectors of the properties who will in turn route them to the files.

Issued: 12/13/85

Revised: 1986, 7/28/89, 9/1/91, 9/22/04